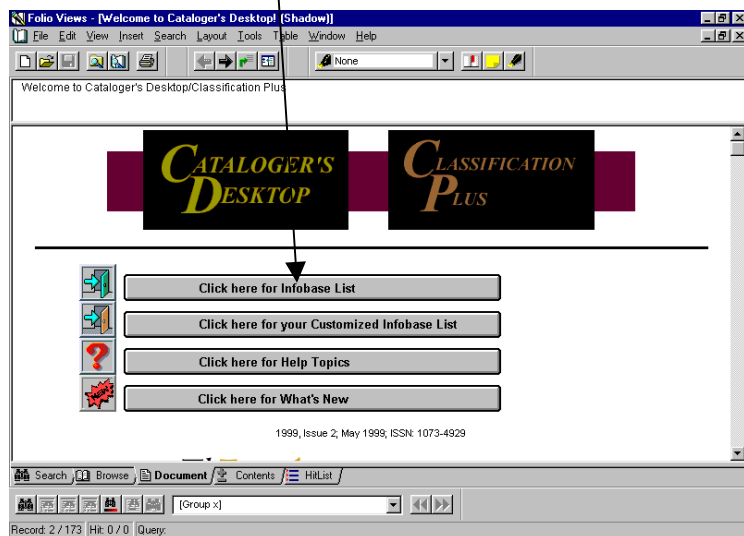


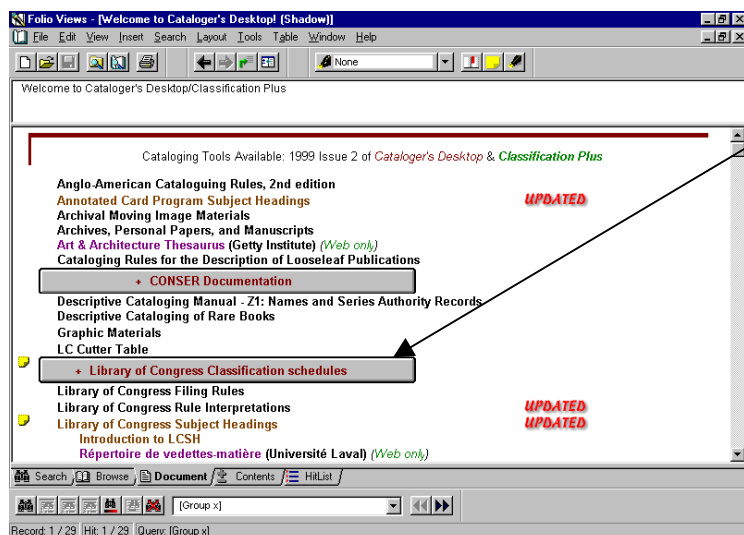
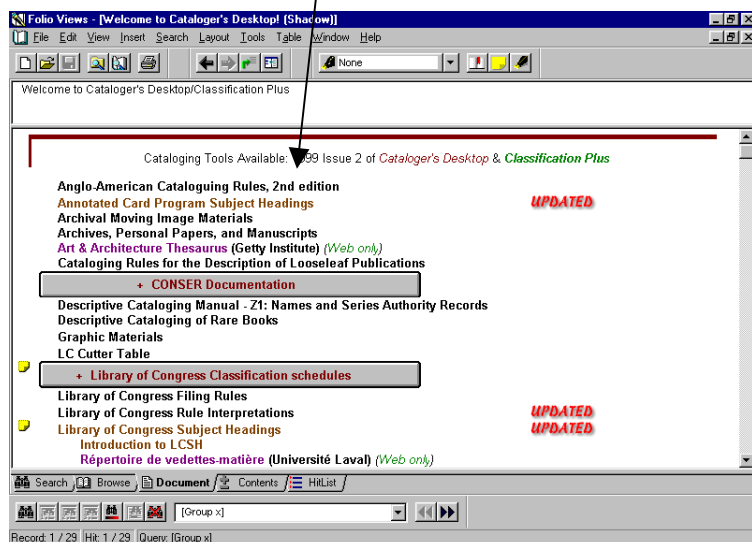
# Using Cataloger's Desktop/Classification Plus

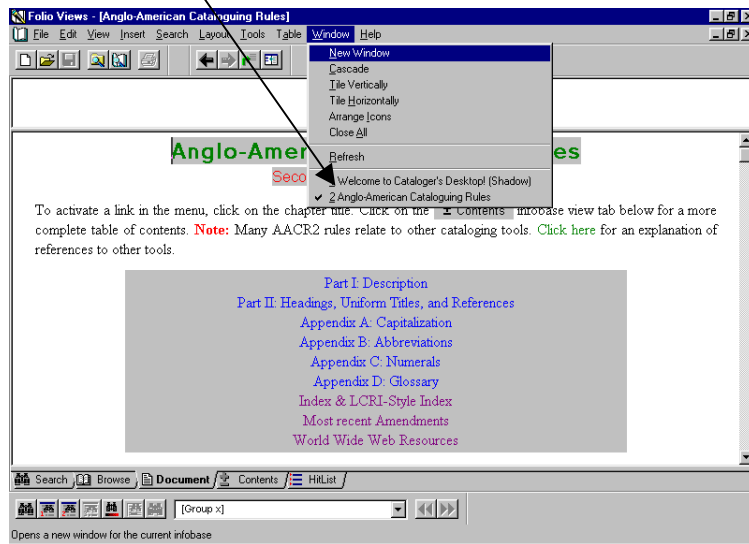
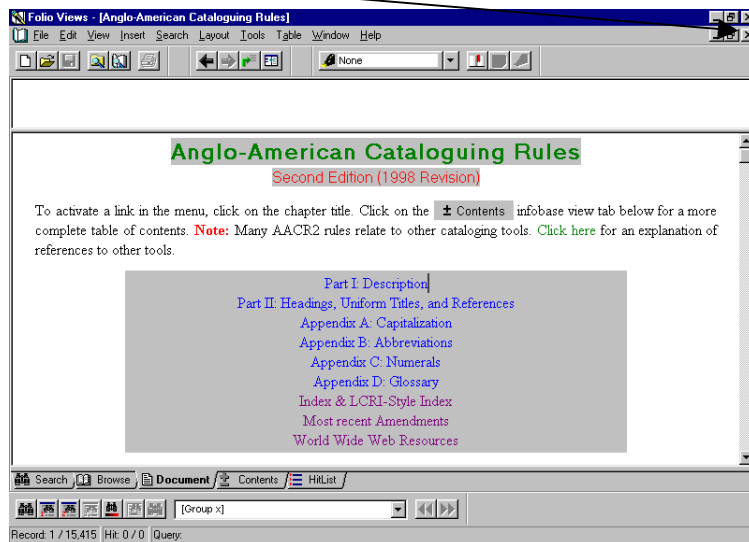
Martin Kurth  
Iris Wolley  
Nancy Holcomb

© 1999  
Cornell University Library

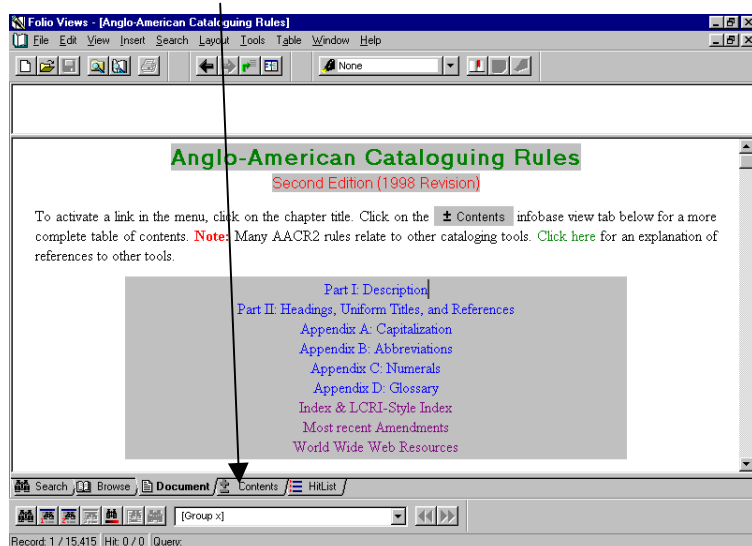
1.1. Click on the **first gray bar** to open the infobase list.

Each cataloging tool included in Cataloger's Desktop/Class Plus is called an infobase.

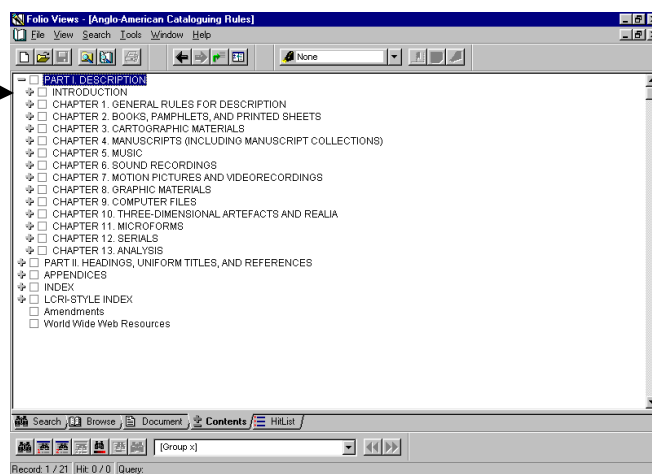
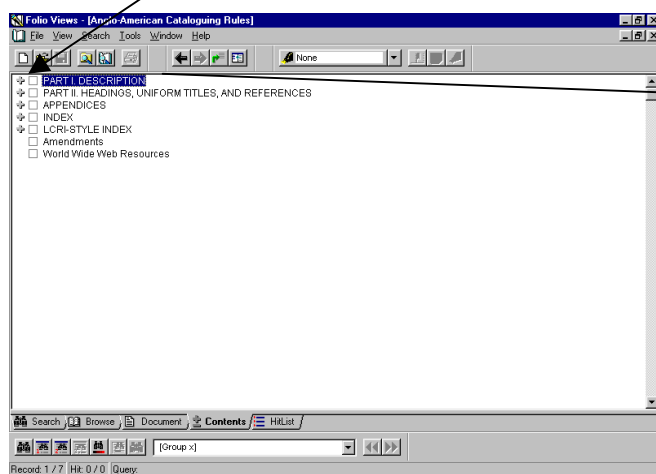
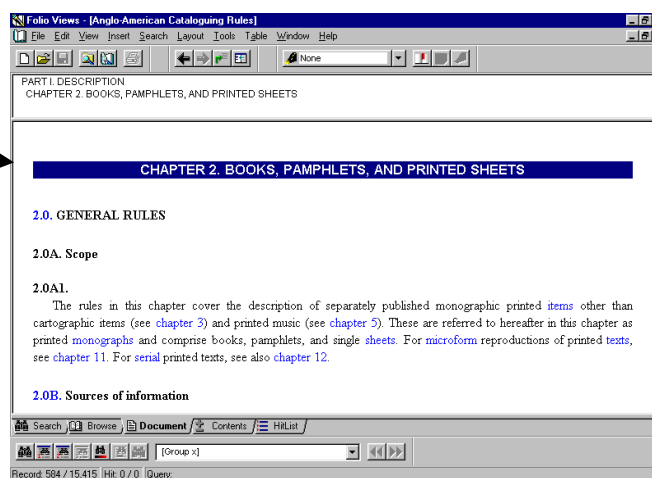
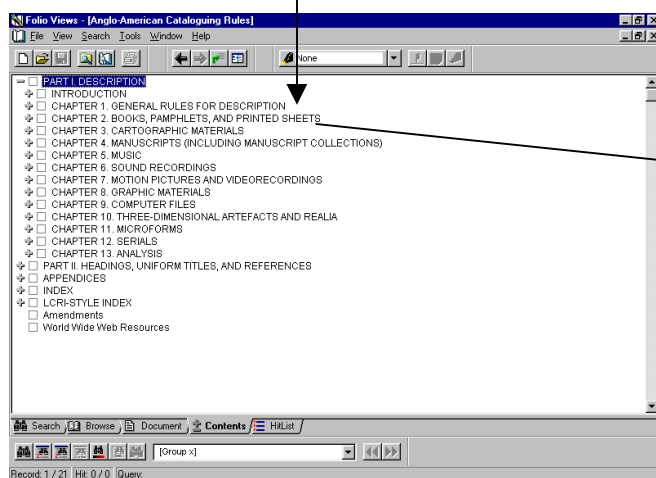
1.2. Infobases are listed in alphabetical order in the infobase list. Cataloging tools with multiple components (e.g., the LCC Schedules) can be found by clicking on the corresponding **gray bar** in the infobase list.1.3. Click on the **name of the infobase** (e.g., AACR2) to open it.

1.4. Use the **Window** menu to get back to the Welcome screen to open another infobase.1.5. Click on the **lower Close (X) button** in the upper right corner of the screen to close an infobase.

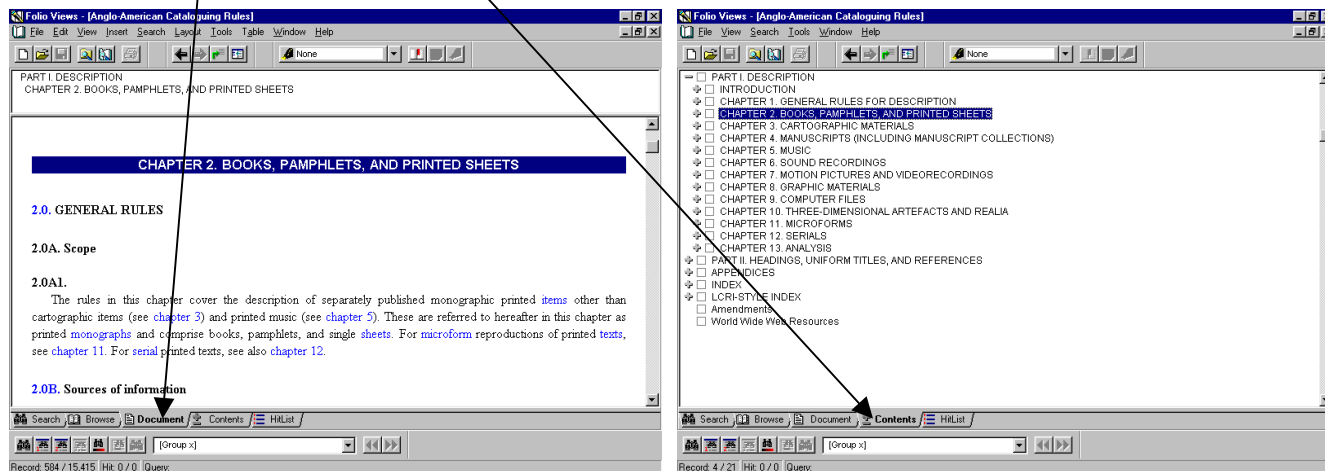
## 2. Navigating in an Infobase: AACR2

2.1. Use the ± **Contents** tab to browse section headings.

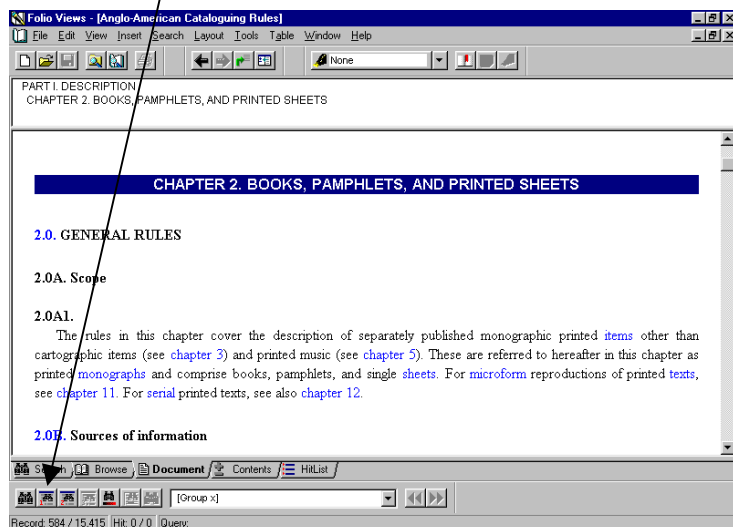
## 2.1.1. Click on a + to open levels of the hierarchy of sections in the infobase.

2.1.2. Double click on a **section title** to go to that section.

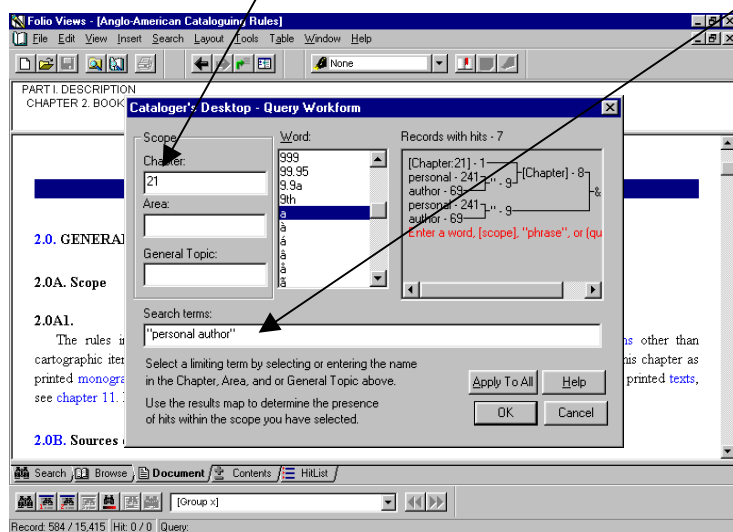
### 2.1.3. Use the **Document** and **Contents** tabs to go back and forth between the Document and Contents windows.



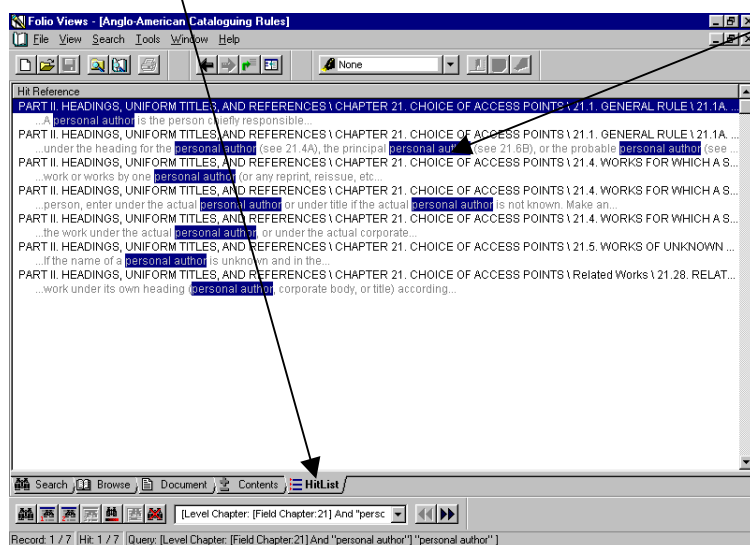
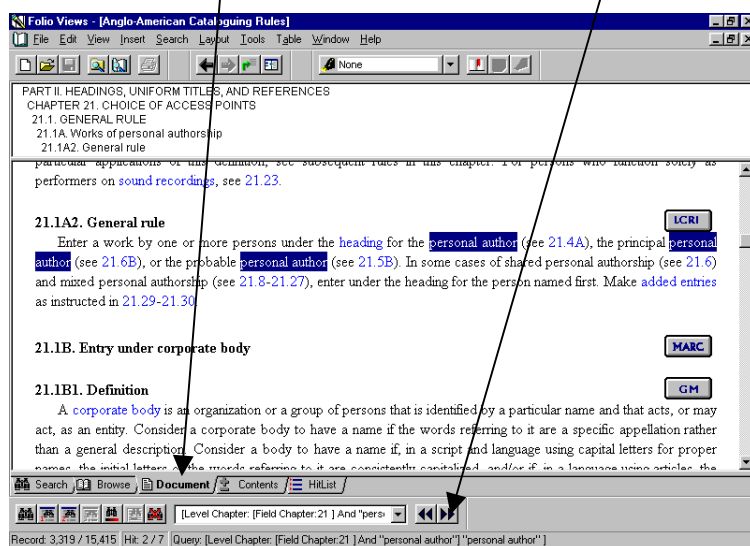
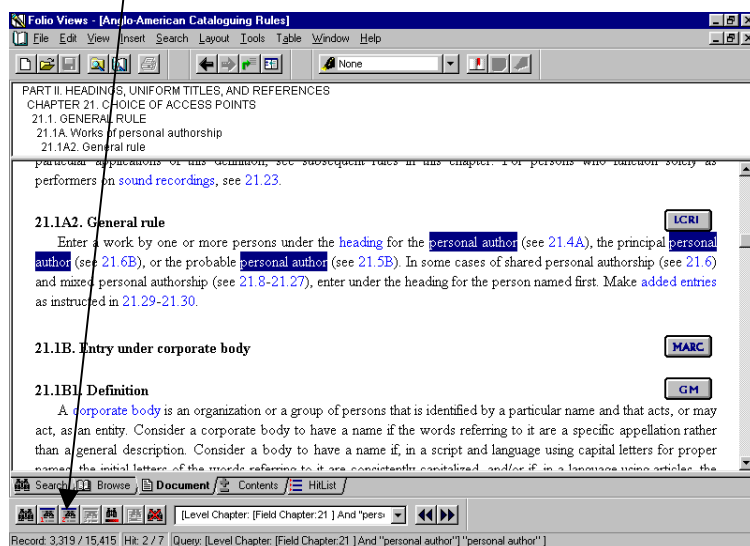
### 2.2. Use Query Template 1 to search within a chapter.

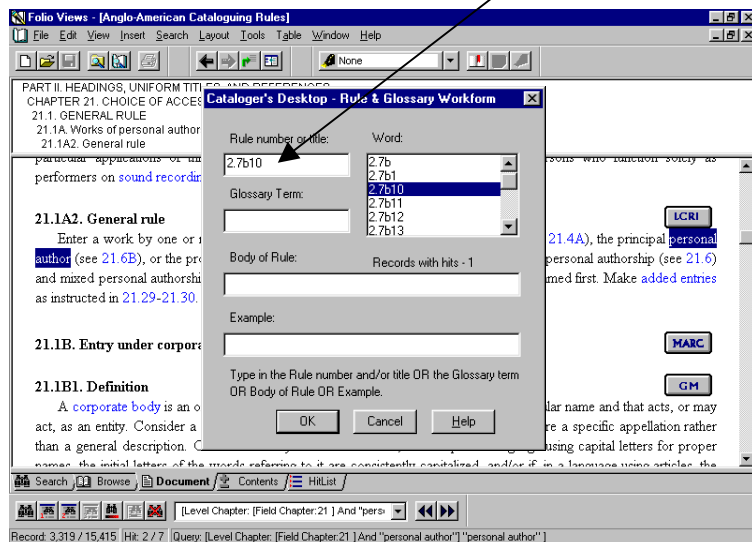


#### 2.2.1. For example, in Chapter 21 search for the phrase "personal author" (in quotes).

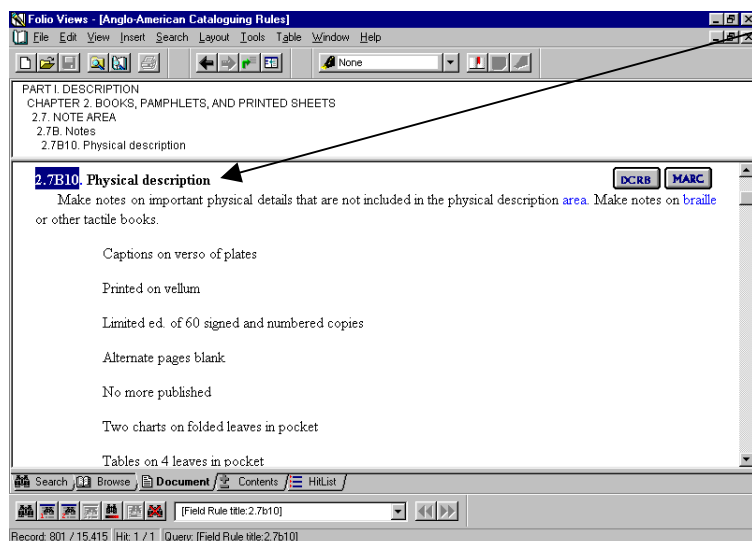
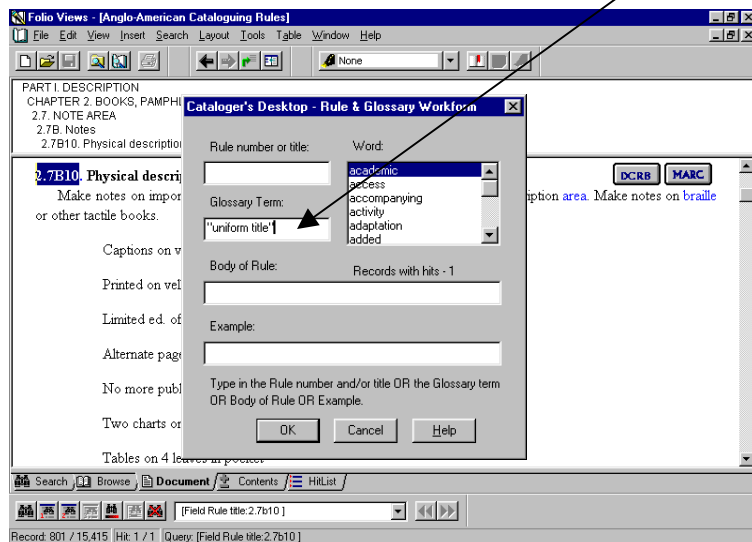


You can use Query Template 1 to limit searches in this way in most infobases.

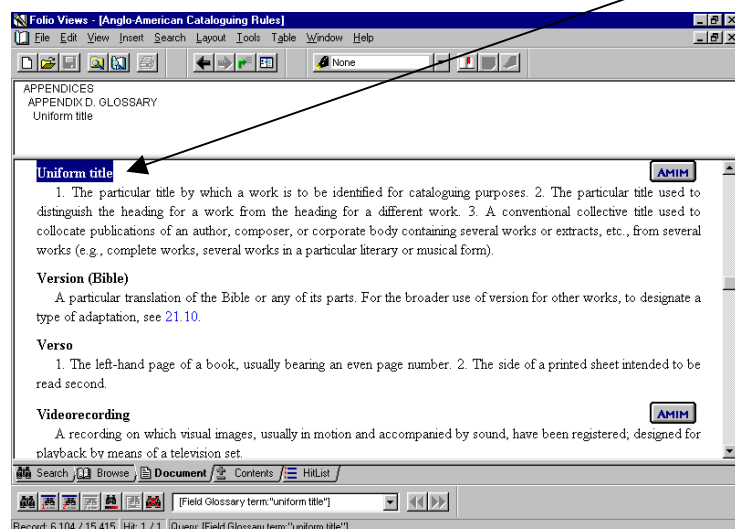
2.2.2. Use the **Hit List** tab to view your results and double click on a **Hit** to go there.2.2.3. Or, in the **Document** window, use the **Next Hit** and **Previous Hit** buttons to move from Hit to Hit.2.3. Use **Query Template 2** to search for a specific rule number or a glossary term.

2.3.1. For example, search for rule number **2.7b10**.

Entering the search (by clicking OK) will take you directly to the **rule number**

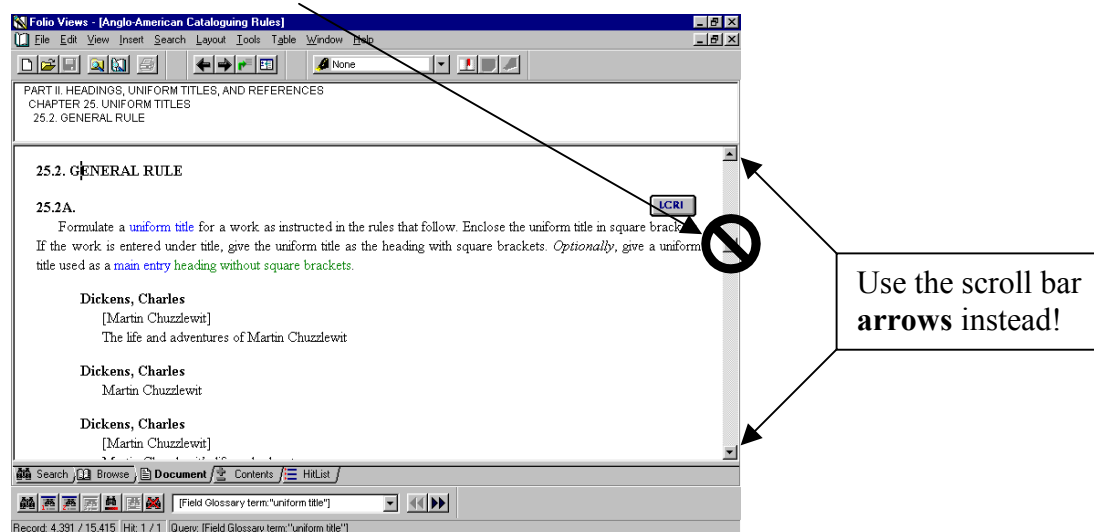
2.3.2. Or, also in Query Template 2, search for the **glossary term** "uniform title."

Entering the search will take you to the **glossary entry**.

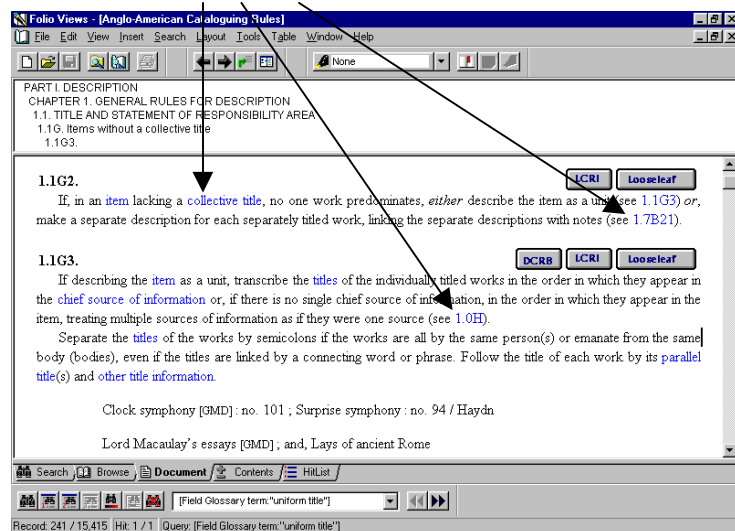


2.4. You can use navigation tools to move within an infobase or from infobase to infobase

2.4.1. Caution!: The **scroll bar button** on the right side of the screen can get you lost very quickly!

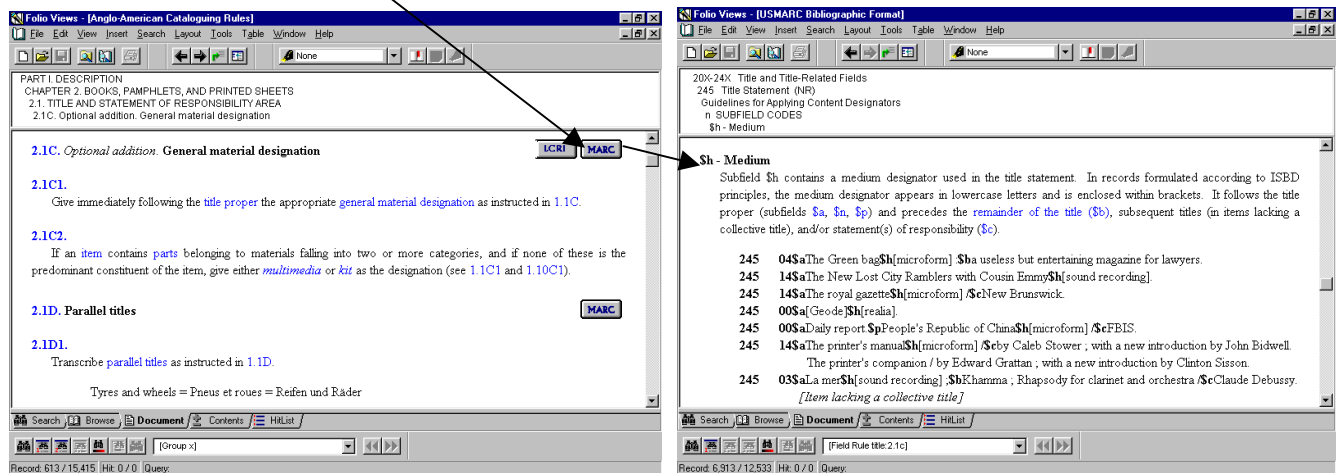


2.4.2. Click on any **text in blue** (really, it's blue!) to follow a hyperlink to a related part of the infobase.

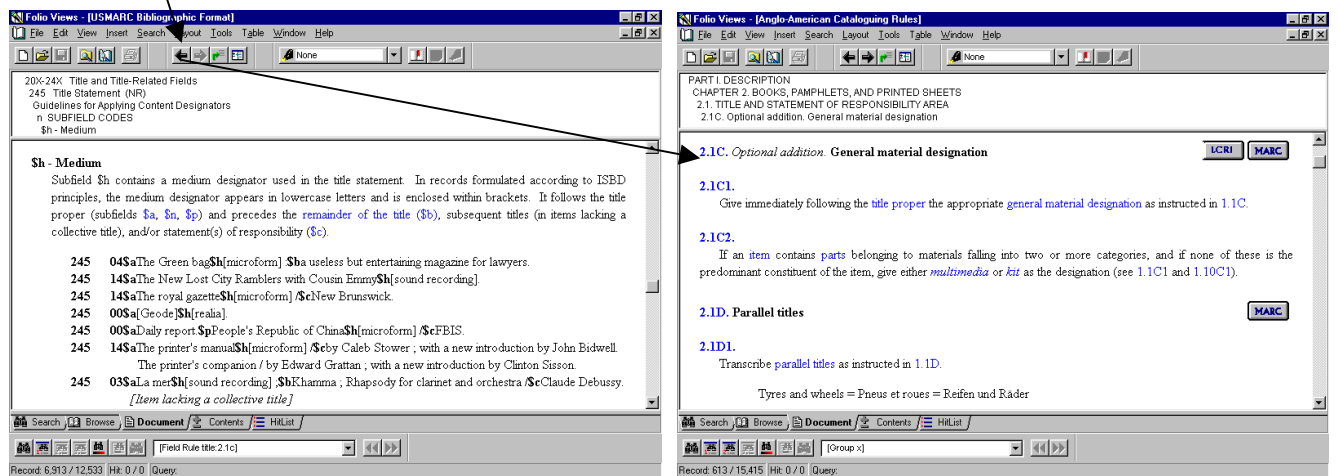




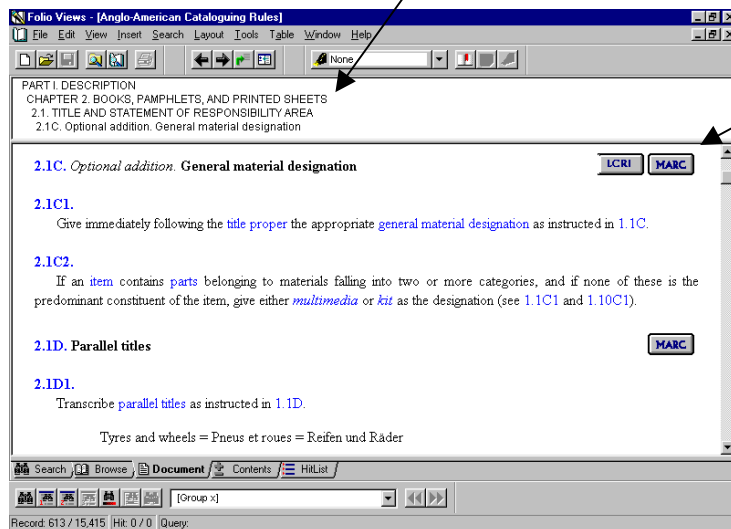
2.4.3. Click on an LCRI or MARC button to go to related sections in those infobases. To follow this particular example, use one of the navigation methods you have learned to go to Rule 2.1C in AACR2.



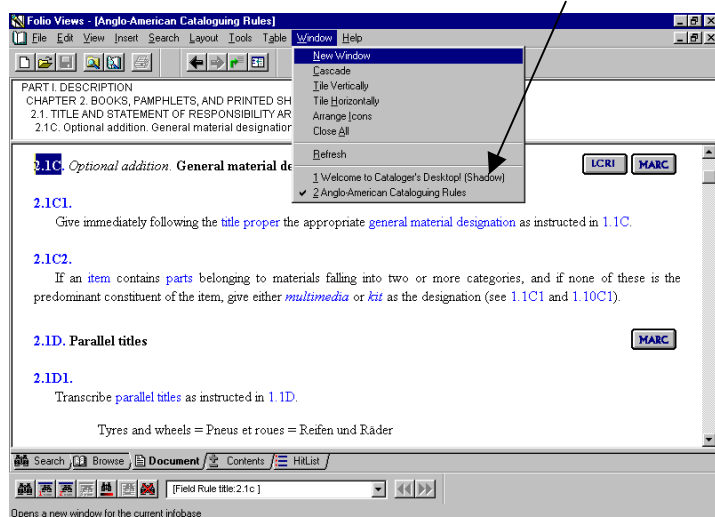
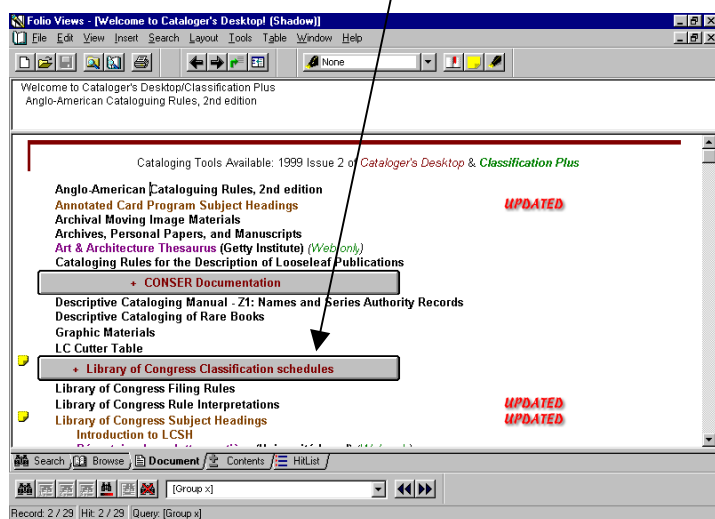
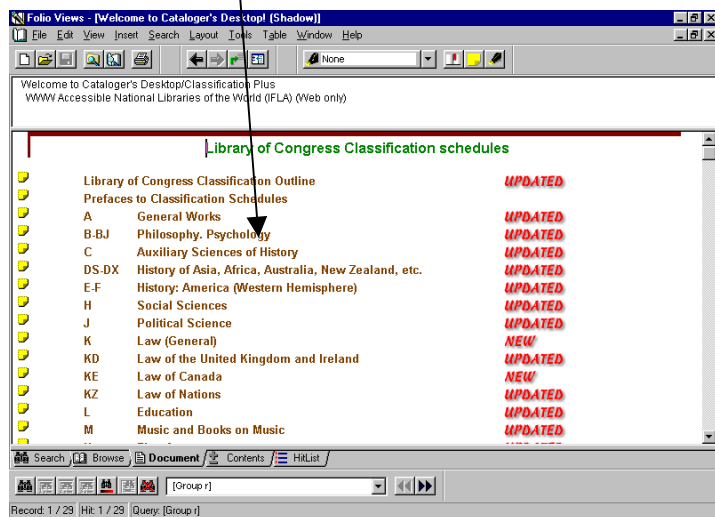
2.4.4. Use the Go Back and Go Forward buttons to move from place to place.

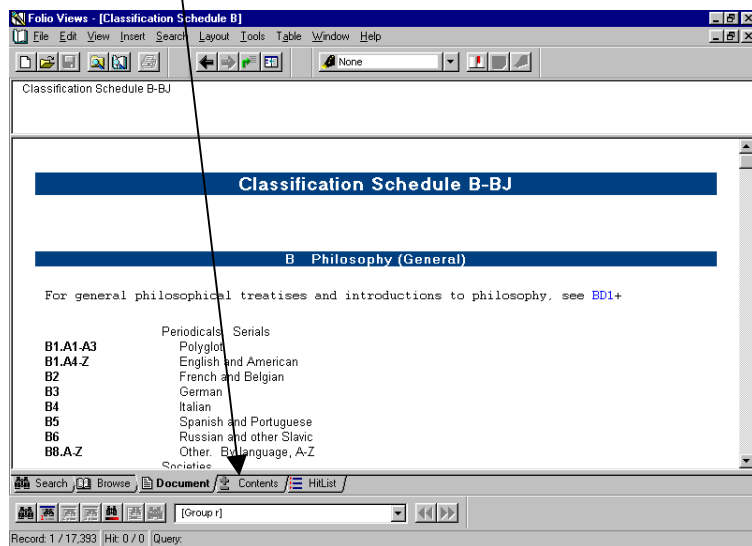


2.4.5. Use the top portion of the Document window to see where you are (you can adjust its size and double click on a line to go there).

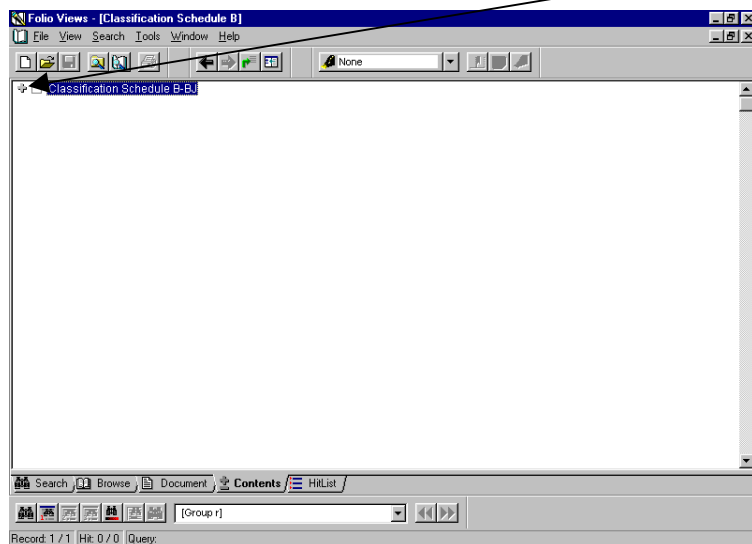
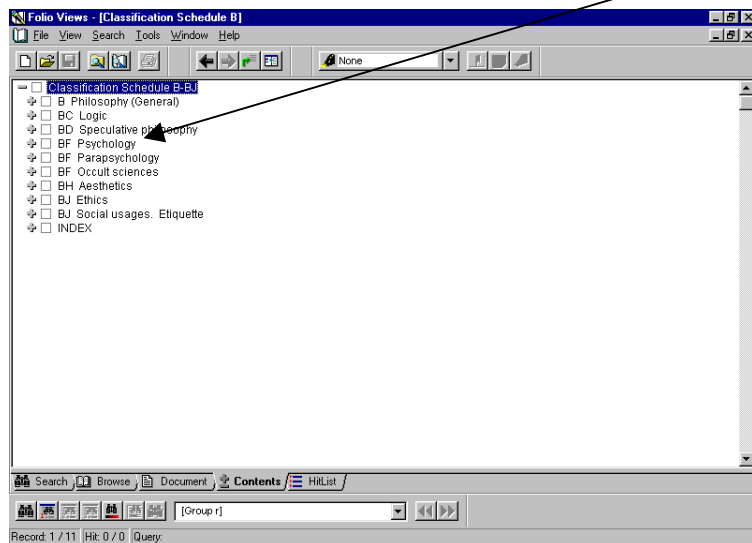


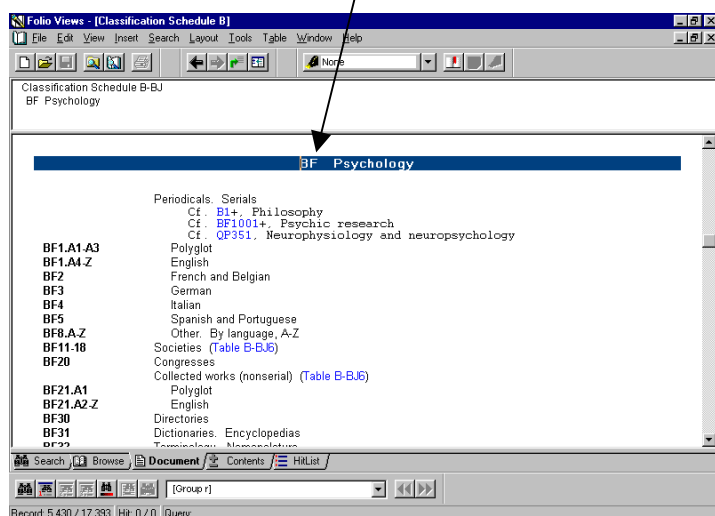
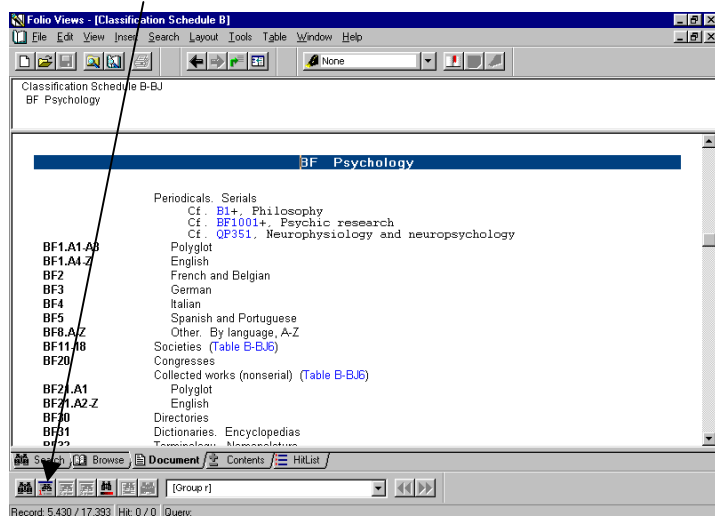
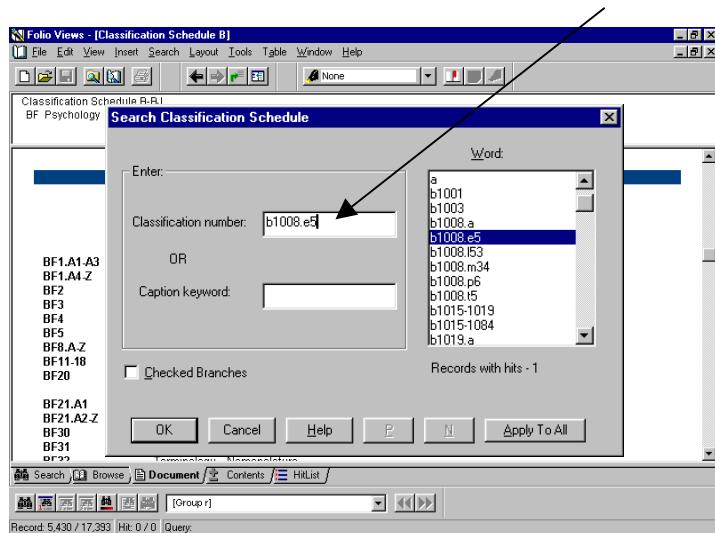
## 3. Navigating in an Infobase: LC Class Schedules

3.1. Use the Window menu to get back to the **Welcome** screen.3.2. Click on the **Library of Congress Classification Schedules** bar to get to the list of schedules.3.3. Click on the **schedule name** to go there.

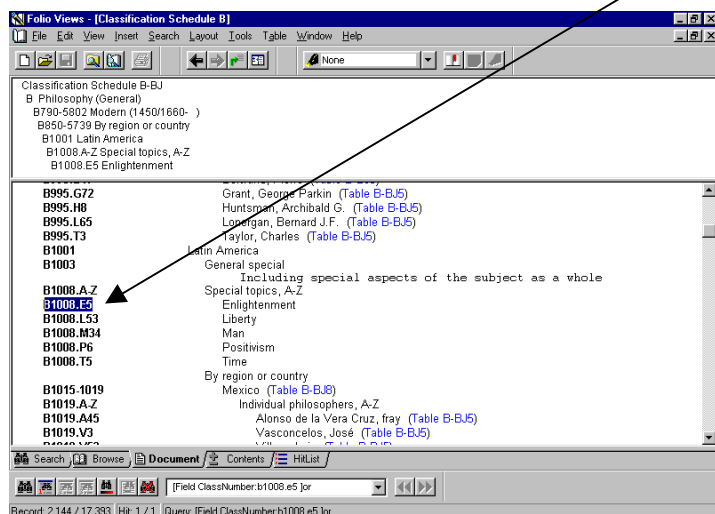
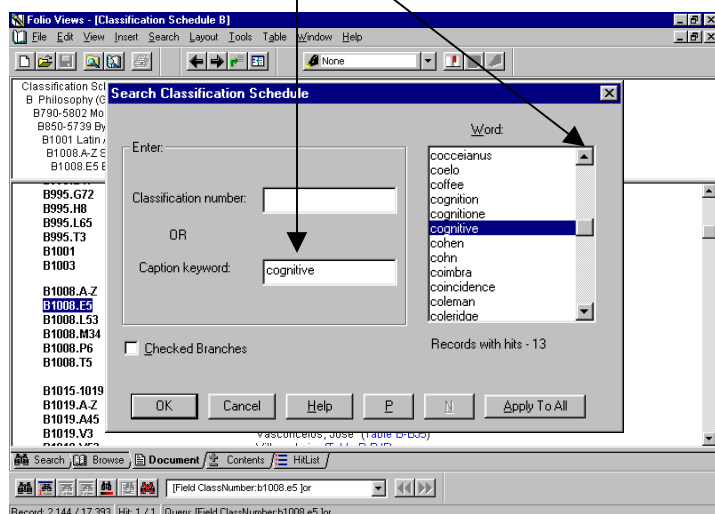
3.4. Use the **± Contents** tab to browse within the schedule.

## 3.4.1. To browse in the Contents, click once on the “+” next to the schedule name.

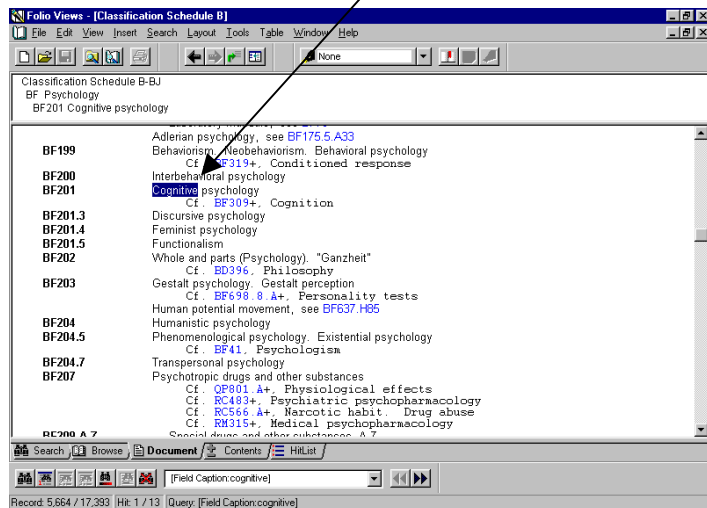
3.4.2. To get to the text of a subclass, click twice on the **heading**.

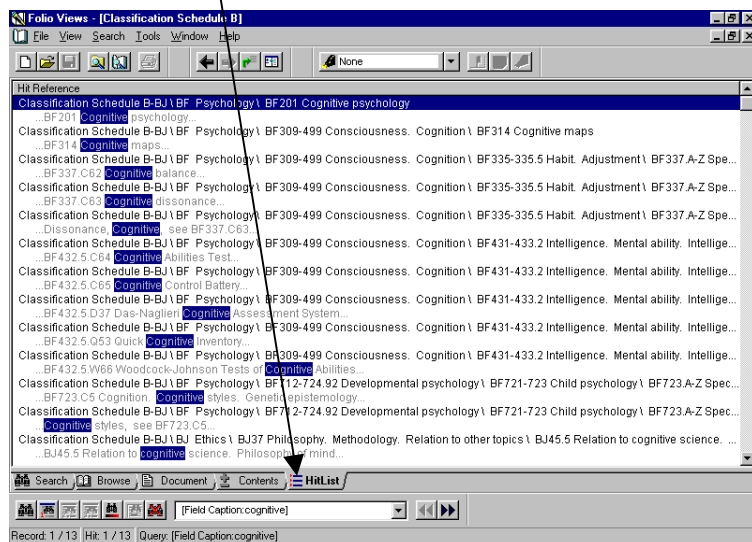
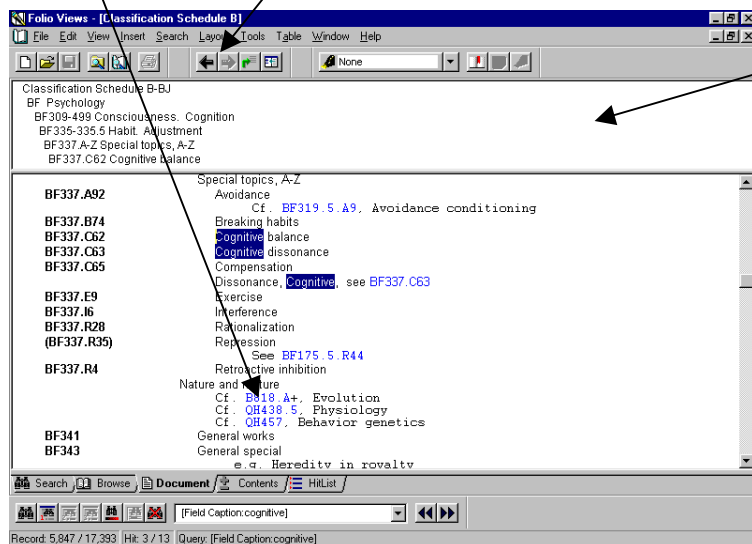
3.4.3. The beginning of that **subclass** will display on the screen.3.5. Use **Query Template 1** to search for a specific class number or specific word.3.5.1. To find a specific class number, key in the **class number**. It must match a number from the Word list.

In order for a search to be successful, a number greater than zero must appear on the "Records with hits" line. Notice that for this search there is one hit on the "Records with hits" line.

3.5.2. Clicking on OK will take you directly to the **class number** you searched for.3.5.3. Key a word in the “Caption keyword” box to find a specific word in a classification number caption. You can use the **scroll bar** on the Word list to locate additional words to use. Check the “Record with hits” line to be sure your search was successful. Click OK to enter your search.

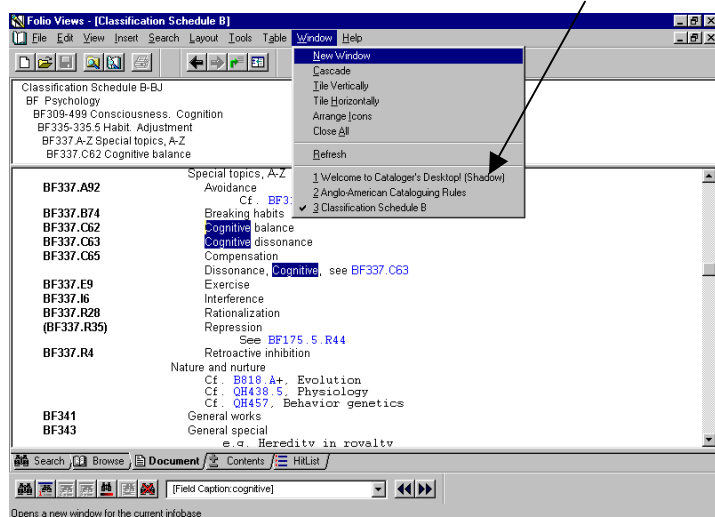
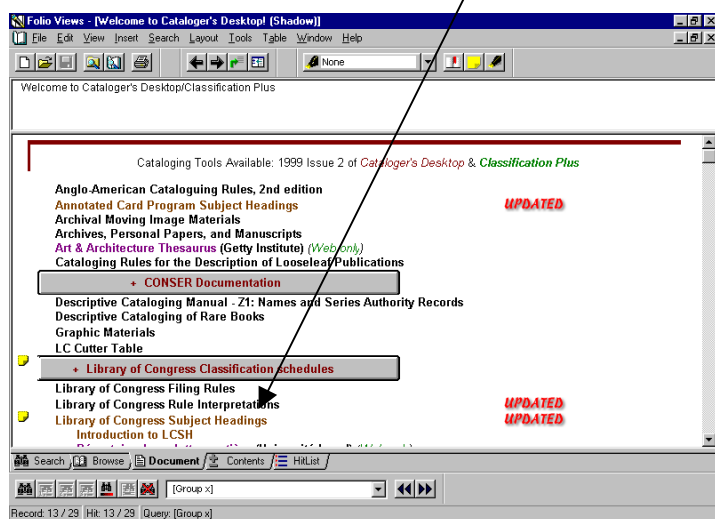
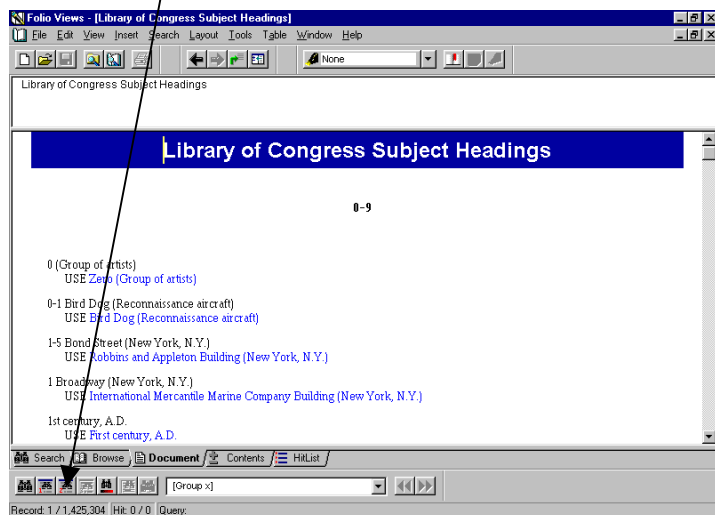
The screen displays the **first occurrence** of the word in the schedule.

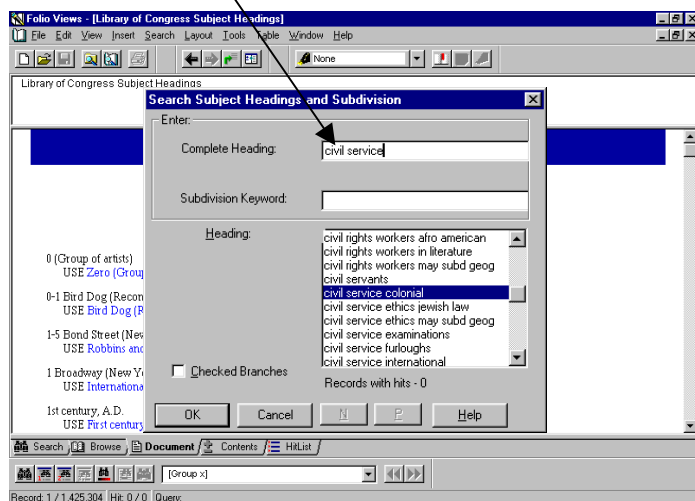


3.5.4. Click on the **Hit List** to display all the places the search word occurs.3.6. Use **hyperlinks**, the **Go Back** and **Go Forward** buttons, and the top part of the **Document** window as navigation tools.

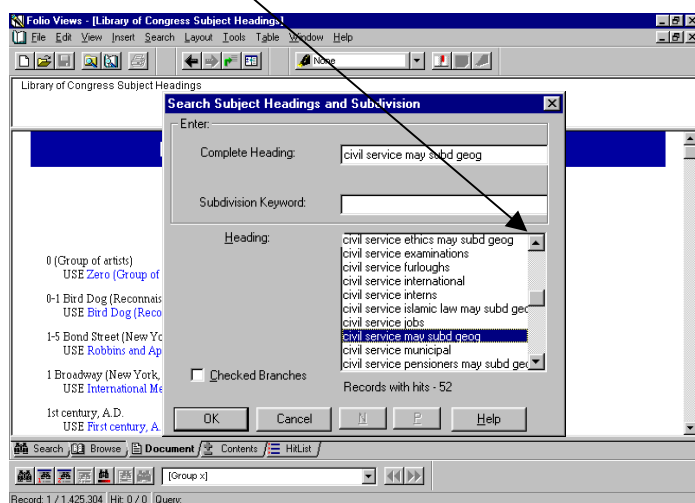
Hyperlinks are in blue (really!) and refer to other class numbers and tables. The Go Back and Go Forward arrows in the top toolbar will take you back to the previous screen or forward to a screen you have already viewed. If they are not in bold, they cannot be used. The top part of the Document window can be enlarged as needed to see the outline of the schedule.

## 4. Navigating in an Infobase: Library of Congress Subject Headings

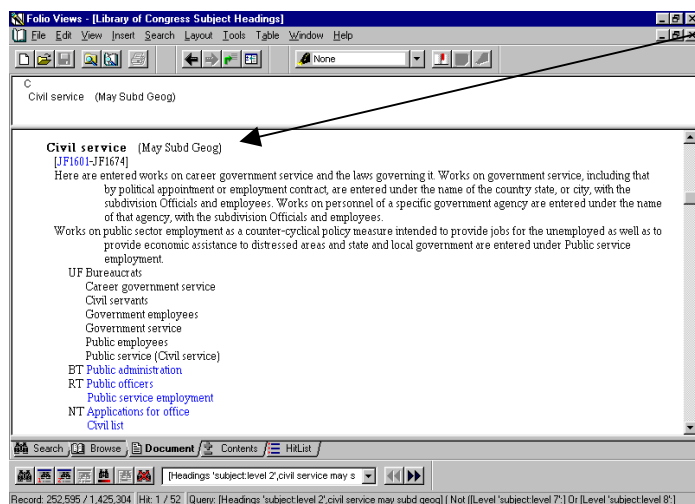
4.1. Use the Window menu to get back to the **Welcome** screen.4.2. Click on the **Library of Congress Subject Headings** line to open the infobase.4.3. Use **Query Template 2** to do a Complete Heading search.

4.3.1. Key in a **subject heading**, e.g., civil service.

The Heading box will automatically display and highlight the first heading with the words “civil service.” It will seem as though “civil service” is not a valid heading.

4.3.2. Use the **scroll bar** in the search dialogue box to find “civil service may subd geog.” Double click on the highlighted subject heading. It will display in the Complete Heading box.

Clicking OK will complete the search and take you directly to the **subject heading** you searched for.





Folio Views - [Library of Congress Subject Headings]

File Edit View Insert Search Layout Tools Help

None

C

Civil service (May Subd Geog)

--Ethics

USE Civil service ethics

Examinations

[JEX16 (United States)]

UF Civil service examinations

Competitive examinations

BT Examinations

Furloughs

Here also entered works on the placement of civil servants in a temporary status without duties and pay because of lack of work or funds or other disciplinary reasons. Works limited to particular localities are entered under the name of the country, city, etc., with subdivision Officials and employees--Furloughs. Works limited to specific departments or agencies are entered under the name of the department or agency, with subdivision Officials and employees--Furloughs.

UF Civil service furloughs

Furloughs

BT Layoff systems

SA subdivision Officials and employees--Furloughs under names of countries, cities, etc.; and under names of individual government departments, agencies, etc.

-Hispanic American employment

USE Hispanic Americans in the civil service

-Labor productivity (May Subd Geog)

BT Government productivity

-Minority employment (May Subd Geog)

BT Minority employment

Search Browse Document Contents HitList

Headings 'subject:level 2,civil service may s'

Record: 252,634 / 1,425,304 H# 11 / 752 Query: [Headings 'subject:level 2,civil service may subd geog'] [Not [Level 'subject:level 7:'] Or [Level 'subject:level 8:']

Follow links to go from LCSH headings to the corresponding class numbers in the LC schedules.

**Folio Views - [Library of Congress: Subject Headings]**

File Edit View Insert Search Layout Tools Table Window Help

None

C

Civil service (May Subd Geog)

--Ethics

USE Civil service ethics

USE Civil service ethics

-**Examinations**

[K1] (United States)

UF Civil service examinations

Competitive examinations

BT Examinations

-**Furloughs**

Here are entered works on the placement of civil servants in a temporary status without duties and pay because of lack of work or funds or other nondisciplinary reasons. Works limited to particular localities are entered under the name of the country, city, etc., with subdivision Officials and employees-Furloughs. Works limited to specific departments or agencies are entered under the name of the department or agency, with subdivision Officials and employees-Furloughs.

UF Civil service furloughs

Furloughs

BT Layoff systems

SA subdivision Officials and employees-Furloughs under names of countries, cities, etc.; and under names of individual government departments, agencies, etc.

-Hispanic American employment

USE Hispanic Americans in the civil service

-**Labor productivity** (May Subd Geog)

BT Government productivity

-**Minority employment** (May Subd Geog)

BT Minority employment

Search Browse Document Contents HList

[Headings: 'subject:level 2:civil service may subd geog']

Record: 252,634 / 1,425,304 H# 11 / 52 Query: [Headings: 'subject:level 2:civil service may subd geog'] [Not [Level: 'subject:level 7:']] Or [Level: 'subject:level 8:']

**Folio Views - [Classification Schedule J]**

File Edit View Insert Search Layout Tools Table Window Help

JK Political institutions and public administration  
 JK1-9595 United States  
 JK401-1685 Government, Public administration  
 JK501-901 Executive branch  
 JK631-881 Civil Service  
 JK716-717 Civil service examinations, Civil service schools

**JK692.8** Biography  
**JK693.A.Z** Collective  
**JK698** Individual, A-Z  
**JK699** Republican party and civil service reform  
**JK711** Democratic party and civil service reform  
 Treatises  
 see **JK681-JK692**

**JK716** Civil service examinations, Civil service schools  
**JK717.A.7** General works  
**JK717.C54** Special subjects, A-Z  
**(JK717.S7)** Clerks, Clerical ability  
 Stenography  
 see **Z53**

**JK717.S8** Supervisors  
**JK718** In-service training, Interns  
 Special classes of employees  
 Cf. **JK766.4. Affirmative action programs**

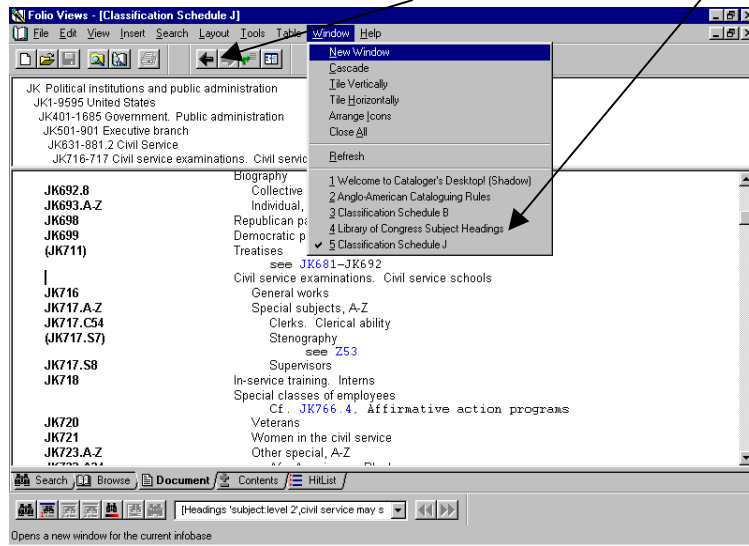
**JK720** Veterans  
**JK721** Women in the civil service  
**JK723.A.1** Other special, A-Z

Search Browse Document Contents HLit

Headings 'subject:level 2,civil service may s

Record:1.982/120.766 (4x 0.0) (Open)

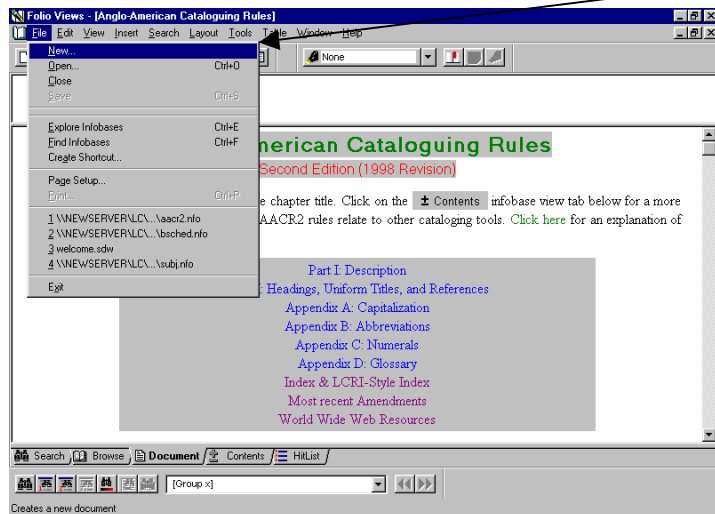
4.4.3. To return to LCSH, use the **Go Back** arrow or the **Window** menu.



## 5. Shadow Files

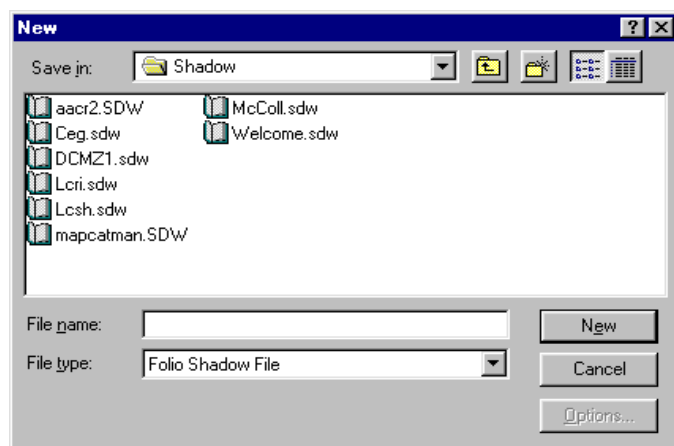
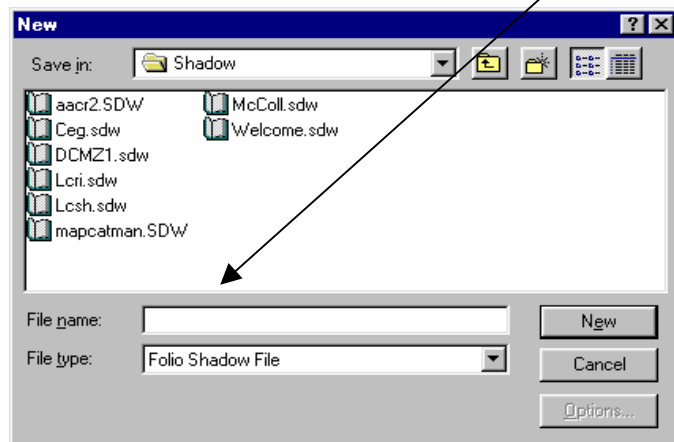
## 5.1. Creating a new shadow file

5.1.1. From the Infobase list, open the infobase for which you wish to create the shadow file.

5.1.2. With the Infobase open, click on the File menu, then **New**.

Creating a shadow file allows you to add bookmarks, notes, and highlighters to an infobase.

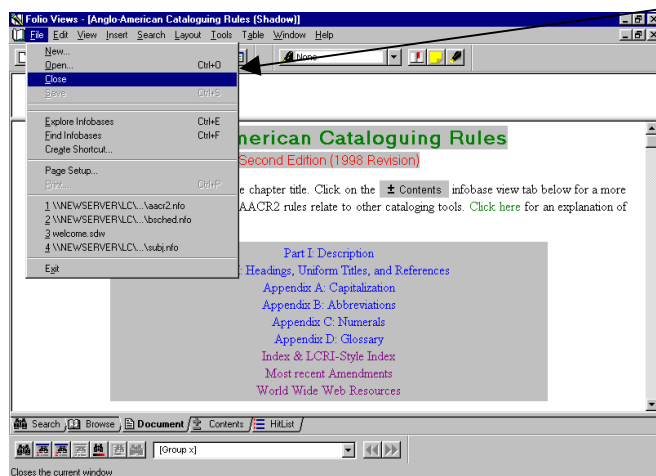
This New box will appear:

5.1.3. Type a name for your shadow file in the **File name** box. Click the New button to save the shadow file in the Shadow directory.

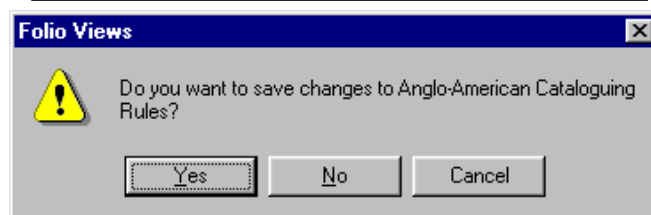
Be sure to use the file extension .sdw when you name a shadow file.

## 5.2. Closing a Shadow File

### 5.2.1. To close a shadow file, go to the File menu and choose **Close**.

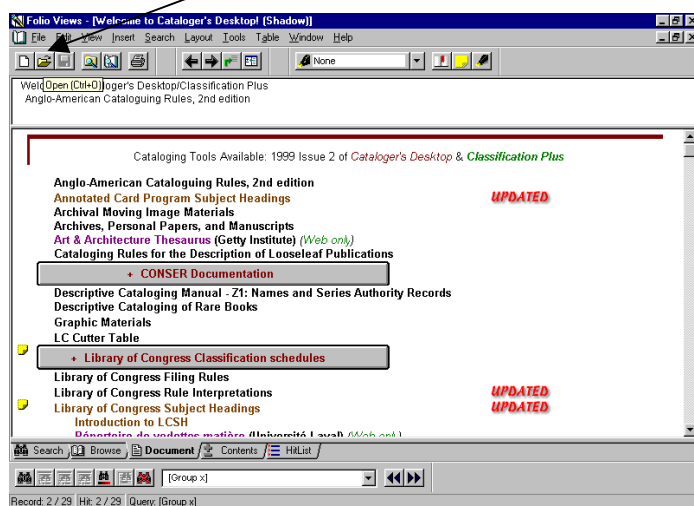


If you have made changes to a shadow file, Cataloger's Desktop prompts you to save them with this dialog box when you attempt to close the file. Choose Yes. All of your changes will be saved and the shadow file will close.



## 5.3. Opening existing shadow files

### 5.3.1. Click on the **Open** folder icon on the left side of the top Cataloger's Desktop toolbar.



### 5.3.2. This Open box will appear, with your shadow files listed inside. To open a file, double click on the **file name** (e.g., aacr2.SDW) in the file list.

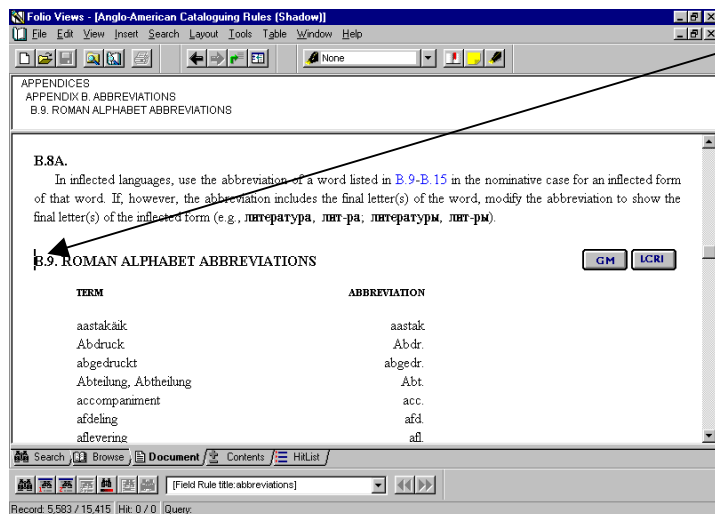


To open a shadow file, you can also click once on the file name and then click the Open button at the lower right.

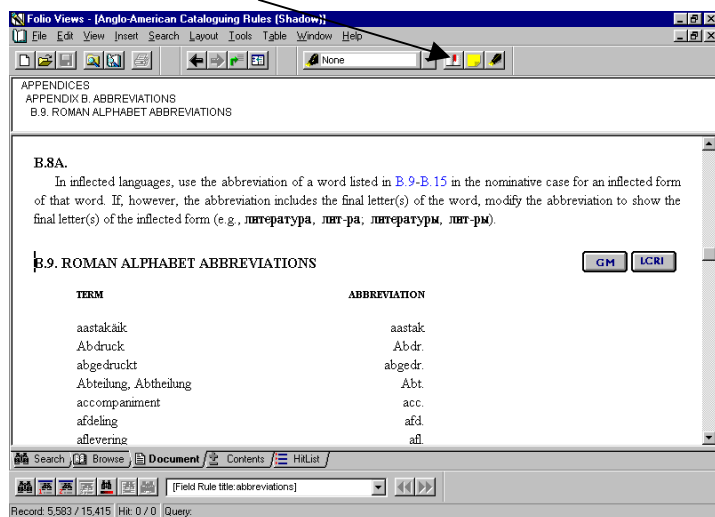
## 6. Bookmarks

## 6.1. Setting a bookmark

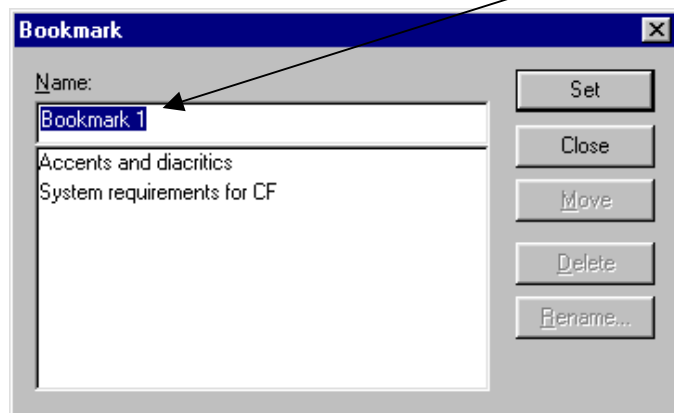
- 6.1.1. Open an infobase shadow file to the section you want to bookmark. Place the **cursor** where you want the bookmark.



- 6.1.2. Click on the **Bookmark** icon on the right side of the Cataloger's Desktop toolbar.

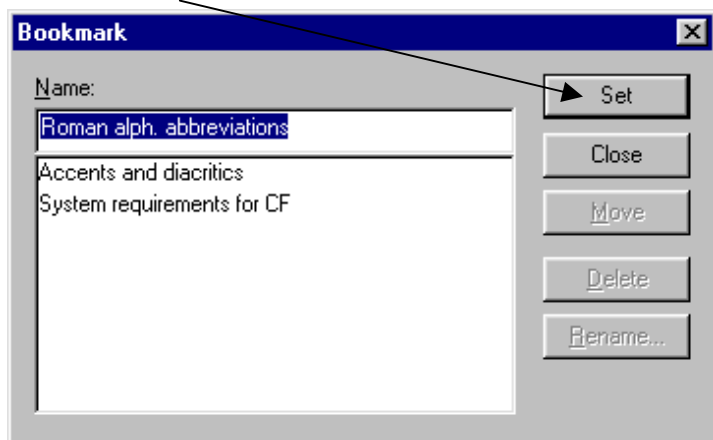


This dialog box will appear. Type in a **name** for your bookmark in the space marked "Bookmark 1."



Bookmark names may be up to 39 characters long.

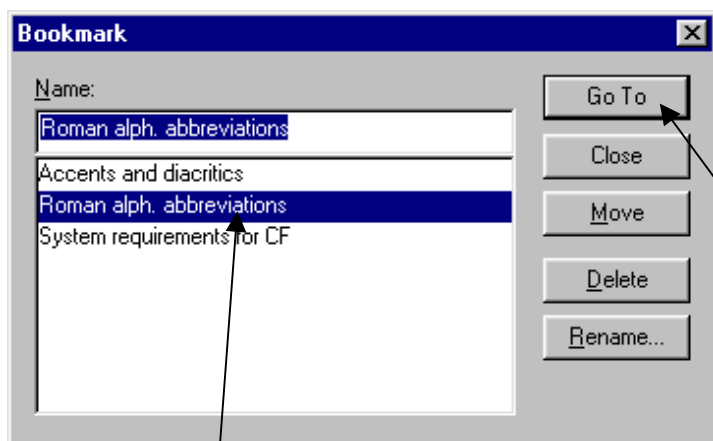
6.1.3. Click the **Set** button. The Bookmark dialog box will close and your bookmark will be set.



6.2. Returning to a bookmark

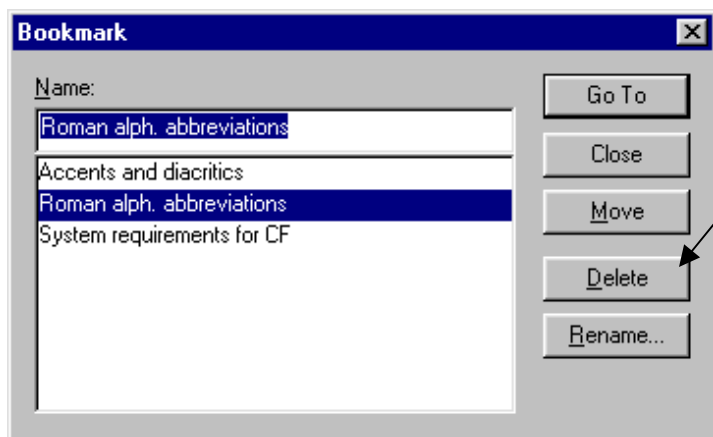
6.2.1. Open the infobase shadow file you want to consult.

6.2.2. Click on the bookmark icon as in 6.1.2 on the previous page to open the Bookmark dialog box.



Select the **bookmark** you wish to access. The Set button changes to **Go To**. Choose Go To. The bookmarked text will appear.

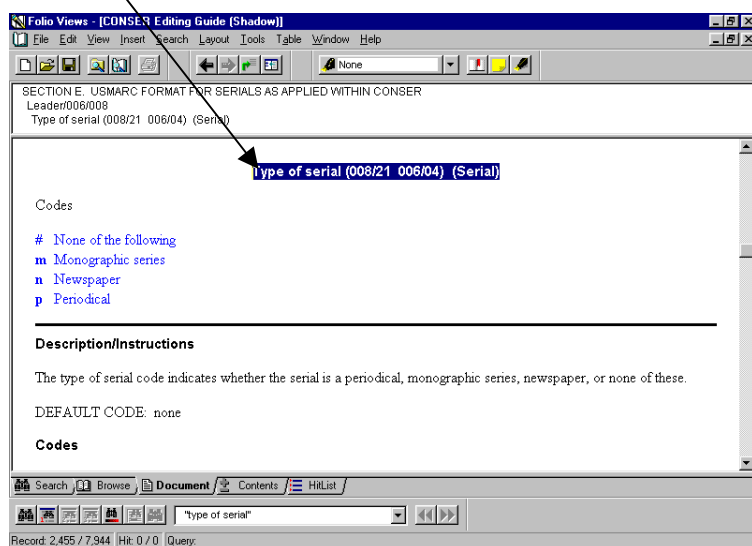
6.3. To remove a bookmark, follow steps 6.2.1 and 6.2.2 above. Choose **Delete**. You will be prompted to make sure you want to delete the bookmark. At the prompt, click Yes. The bookmark will be removed.



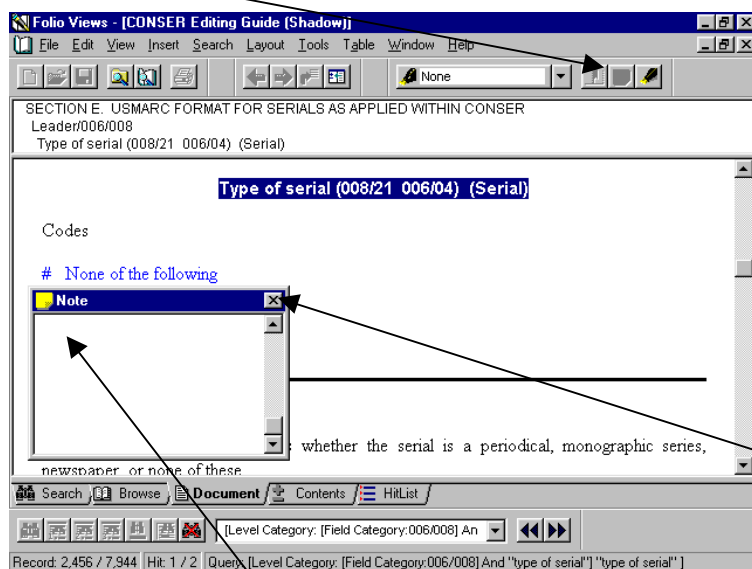
## 7. Notes

7.1. Open an infobase shadow file to the section to which you want to add a note.

7.2. Put the **cursor** in the line you want to annotate.

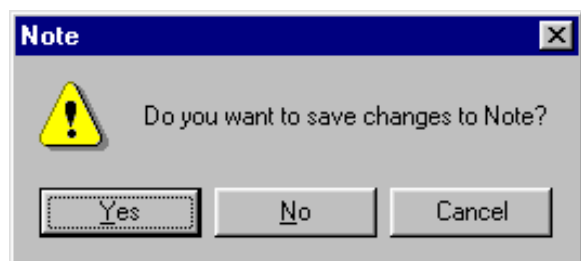


7.3. Click on the **Note** button on the right side of the top toolbar. A note window will appear.

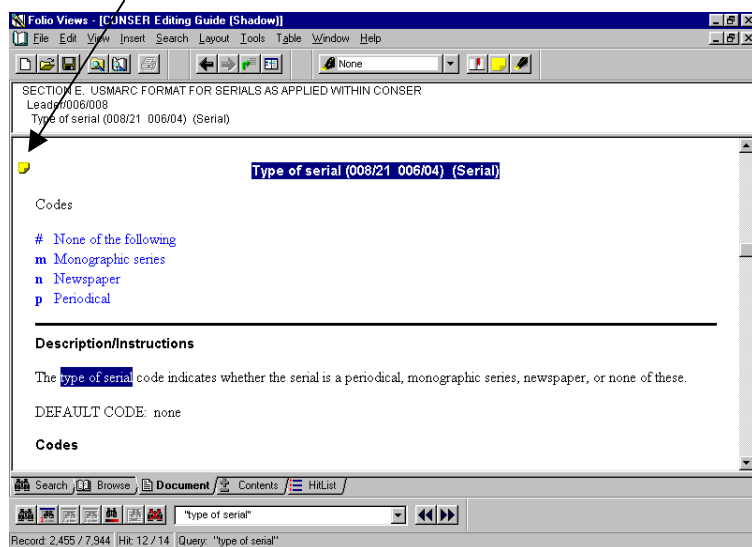


Type or paste **your comments** into the Note window. Close the note box by clicking its **Close** button.

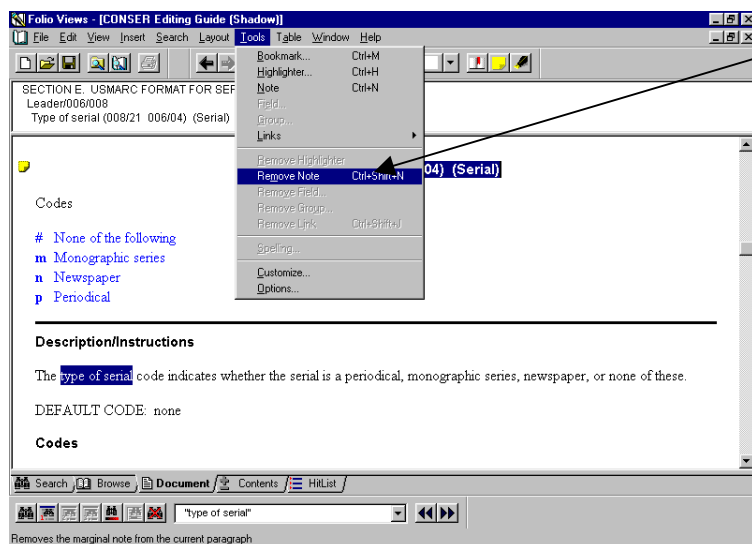
7.4. This window will appear to prompt you to save the changes you made to the Note. Click Yes to save them.



## 7.5. A yellow note icon will appear in the margin by the line you selected.



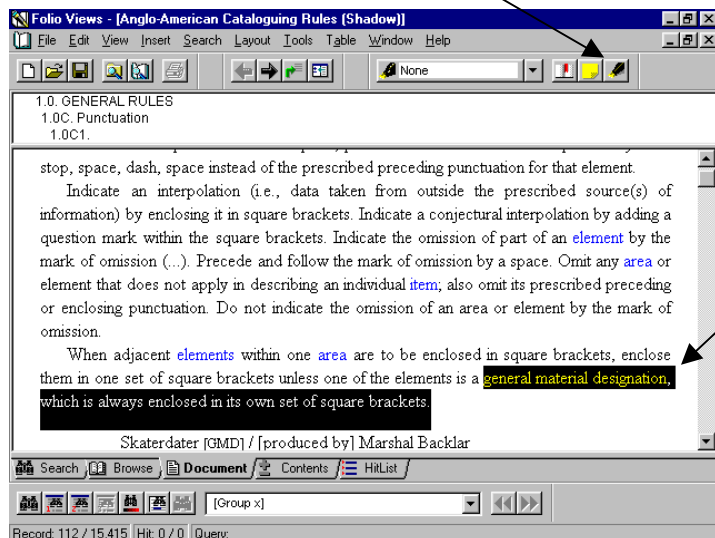
To open a note,  
click on the yellow  
note icon.

7.6. To remove a note, put the cursor on the line where the note appears. Choose **Remove Note** from the Tools menu.

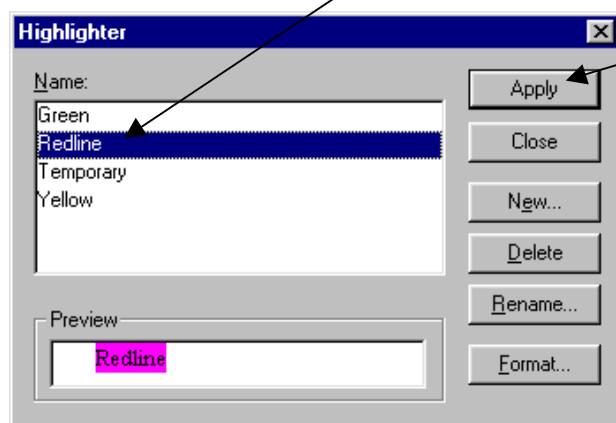


## 8. Highlighting Text

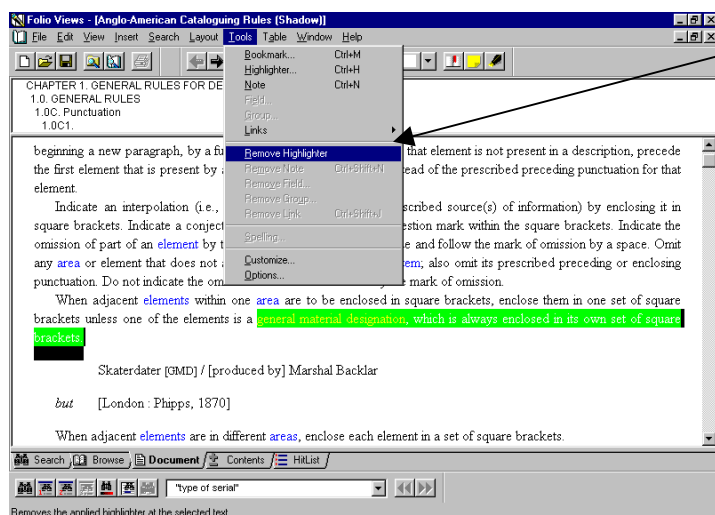
- 8.1. If you wish to highlight a phrase or a paragraph within an infobase shadow file, **select the text** to be highlighted and click the **Highlighter** button.



- 8.2. In the dialog box, choose the **color** or type of highlighter and click on **Apply**. (Don't worry if it shows up in the "wrong" color initially. Clicking in the document will make the right color appear.)



- 8.3. To remove highlighting from text, select the highlighted text as in 8.1. Choose **Remove highlighter** from the Tools menu. When you click in the document, the selected highlight will disappear.



9. Summary of the Topics Covered in Using Cataloger's Desktop/Classification Plus

We demonstrated the following features in the Cataloger's Desktop:

- Getting Started: Welcome screen and Infobase list

- Navigating in AACR2 using the Contents tab, Query Templates 1 and 2, hyperlinks, and navigation buttons

- Navigating in the LC Class schedules to browse and to find a specific class number

- Navigating in LCSH to do a complete heading search

- Customizing an infobase by creating a shadow file, bookmarking, adding a note, and highlighting text

Do you have any additional questions about what we have covered?

Are there any other things you would like to learn about Cataloger's Desktop?

Please feel free to ask any member of the training team any questions in the future, or use us as resource people if you should get "stuck" using the Desktop.